CITY OF KENT POSITION DESCRIPTION

Position Inventory Number:_	PK676
Classification Specification:	Administrative Assistant I
Salary Range:	NR23
Position Description:	Administrative Assistant I
Incumbent:	
Location:	Parks & Recreation Department – Senior Center

GENERAL PURPOSE:

Under the direction of the Facility Manager, perform a variety of responsible administrative duties in support of the Senior Center; and process administrative details not requiring the immediate attention of the assigned supervisor.

Work is characterized by complex administrative and technical duties in support of the Senior Center and its programs. Duties include, but are not limited to, coordinating communications for the division, tracking and reporting of performance measures, processing forms, records and reports, preparing and editing correspondences, reports and other materials, scheduling and recording meetings and conferences, training/leading other staff, assisting with special projects, ordering and maintaining supplies, and performing other technical duties as assigned. The incumbent also assists in the preparation of the operating and capital budgets; monitors expenses; and processes and maintains payroll for the section; ensures that cash receipting controls are followed and financial records are processed in a timely manner.

Work is performed under general supervision. Supervisor defines objectives, priorities, and deadlines and assists incumbent with unusual situations, which do not have clear objectives or precedents. Incumbent plans and carries out assignments, handles problems and deviations in accordance with instructions, policies, procedures and/or accepted practices. Work is evaluated for technical soundness and conformity to practice and policy.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Perform a variety of clerical, technical and administrative support duties; serve frequently as liaison between the supervisor, the public, and other City employees.

Process and maintain timesheets/payroll and personnel records for the Kent Senior Center.

Process and reconcile credit card, check and cash payments and process daily deposits for armored car pick up.

Provide lead program coordination for the Senior Center counseling program including scheduling classes and appointments, program development and promotion. Provide lead program coordination for evening dance.

Issue purchase orders, collect receipts, follow up on new vendors, track payments, trouble shoot invoices and payment questions. Prepare purchase orders bi-monthly. Assign budget numbers and vendor information on an ongoing basis.

Assist in the preparation of the division budget; verify the accuracy of budget information; monitor budget expenditures; track and report statistics pertaining to the division performance measures.

Maintain complex inter-related filing system.

Answer telephones; answer caller's questions, relay messages, respond to requests, resolve problems, explain City policies and procedures, and refer calls to others as appropriate. Provide backup support for the receptionist by providing assistance and information to the general public.

Prepare a variety of correspondences, memoranda, minutes, reports and other material; edit and proof correspondence, reports, flyers and brochures for the Senior Center; arrange and schedule a variety of meetings and conferences.

Collect and compile statistical data on various subjects and other information for inclusion into special and periodic reports; prepare special reports as necessary; research and analyze information and establish appropriate report formats.

Train and lead other staff as assigned, coordinate work flow to assure timely, accurate and efficient office support.

Provide lead program coordination for assigned Senior Center programs.

Assist in planning, scheduling, organizing and implementing general recreation programs, classes and special events; assist with a variety of program operating activities including registration, membership enrollment, refunds, credits, etc.

Collect and distribute Senior Center mail from the City's interoffice mail room.

Maintain adequate inventory of office supplies and equipment as required. Maintain adequate inventory of paper products for coffee bar and special events.

Maintain the Senior Center's after hours voicemail message tree on a weekly basis. Maintain schedule and menu board alternately with building attendant.

Maintain the petty cash fund by processing requests for reimbursement of incidental expenses.

Maintain office machines including the copier, facsimile, and cash register.

Attend meetings, workshops, and training as appropriate; maintain a current understanding

of department functions and programs. Serve as representative for facility with regard to charitable programs.

May perform set-up, cleaning, and take down of equipment and decorations for classes, programs, and special events; check out equipment according to established procedures.

PERIPHERAL DUTIES:

Perform related duties as assigned.

Provide back up for facility manager in manager's absence, specifically related to the printing of bulletin and booking facility rentals.

KNOWLEDGE, SKILLS AND ABILITIES:

KNOWLEDGE OF:

- Senior Center recreation programs and activities
- Municipal organization, operations, policies and objectives
- Modern office practices, procedures and equipment including personal computers and related software such as word processing and spreadsheet programs
- Automated registration software programs
- Applicable laws, codes, regulations, policies and procedures
- Basic budgeting procedures including preparation, monitoring, transfers and reporting
- Basic bookkeeping and accounting principles, practices and procedures
- Basic administrative research methods and practices
- Record-keeping techniques
- Interpersonal skills using tact, patience and courtesy
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Principles of training and providing work direction

SKILLED IN:

- Using proper telephone techniques and etiquette to properly assist a diverse assortment of inquiries and persons
- Composing and editing correspondence and reports
- Assembling diverse data and preparing reports
- Maintaining inter-related files and records
- Processing purchase orders, payroll and related records
- Effectively communicating both orally and in writing
- Operating modern office and other machines, tools and equipment as listed below

ABILITY TO:

- Perform clerical and administrative duties
- Compose, proofread and edit general and special correspondence and reports including letters, memoranda, management reports, flyers, etc.
- Assist in planning, scheduling, organizing and implementing recreation programs, classes and special events in support of recreation facility, programs and administrators
- Assist in the preparation and monitoring of the division budgeting
- Work confidentially with discretion; maintain records and files
- Analyze situations accurately and adopt an effective course of action

- Work independently with minimum direction
- Establish and maintain cooperative and effective working relationships with others
- Plan and organize work to meet schedules and time lines
- Provide training and work direction to others
- Read, interpret, apply and explain codes, rules, regulations, policies and procedures
- Communicate orally before groups of customers or employees of organization.
- Add, subtract, multiply and divide quickly and accurately
- Apply common sense understanding to carry out instructions given orally or in writing and deal with problems involving several variables in standardized situations
- Operate a variety of office equipment

EDUCATION AND EXPERIENCE:

Education: Graduation from High School, or equivalency, supplemented by two (2) years

college-level training with specialized course work in recreation, business or related

field; and

Experience: Two (2) years of increasingly responsible administrative support, recreation or public

relations experience.

Or: In place of the above requirements, the incumbent may possess any combination of

relevant education and experience which would demonstrate the individual's

knowledge, skill and ability to perform the essential duties listed above.

LICENSES AND OTHER REQUIREMENTS:

- Washington State Driver's License
- Valid First Aid/CPR Card or ability to obtain within six months of employment.
- Subject to a Washington State Patrol background inquiry pursuant to RCW 43.43.832.

MACHINES, TOOLS AND EQUIPMENT USED:

Typical business office/customer service machinery and equipment including, but not limited to, personal computer including spreadsheet and word processing software, printer, telephone, facsimile, copier, calculator, cash register, credit card machine and cash register.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and talk or hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to stand; walk; sit for extended periods of time; climb or balance; stoop, kneel, crouch, or crawl; and type on keyboard for extended periods of time. The employee must occasionally lift and/or move up to 25 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision,

peripheral vision, depth perception, and ability to adjust focus.

WORKING CONDITIONS:

Work is performed primarily in an office setting. While performing the duties of this position, the incumbent is subject to extensive public contact and may be exposed to individuals who are irate or hostile. The noise level in the work environment is usually moderate.

hostile. The	noise level in the work environ	ment is	usually moderate.		
SIGNATURES	5:				
Incumbent's	Signaturo	Date	Supervisor's Signature	Date	
	Signature	Date	Supervisor's Signature	Date	
Approval:					
Department Director/Designee Date		Date	Employee Services Director/Designee Date		
** Note:	This document will be reviewed and updated annually at the time of the employee's performance appraisal; when this position becomes vacant; or, if the duties of this position are changed significantly.				

Revised: 6/28/04; 10/31/07